



# King County Uniformed Services Leave Form

Central Payroll Operations Use:  
Military Leave Year/Month: \_\_\_\_/\_\_\_\_

*This form notifies departments and Benefits, Payroll and Retirement Operations of an employee's leave due to military training or active service and provides the employee with benefits information.*

## Instructions

- Prior to activation, the employee will complete and submit all appropriate forms listed below in Section 1 each time military orders for active service are received or before active or inactive training begins.
- An employee's designee completing the form on the employee's behalf will provide as much information as possible and then send this form to the department Military Leave Coordinator as identified on page 4 of this form.
- Read and retain pages 2 and 3 of this form for important information about some employee benefits.
- All of the provisions contained in this form are subject to King County Code 3.15, Personnel Guidelines 14.12, the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable collective bargaining agreement provisions. Contact your Military Leave Coordinator for further information.

## Section 1: To be Completed by the Employee, Employee's Designee or the Department Military Leave Coordinator

*Complete this section and forward it with a copy of the military leave orders and the following documents to the department Military Leave Coordinator listed on page 4 of this form. Blank forms may be obtained from the Military Leave Coordinator.*

- ☐ Absence Request Form <http://financweb/finance/payroll/forms/Absence%20Request.XLS>
- ☐ Direct Deposit Form <http://financweb/finance/payroll/forms/PayrollDirectDeposit.pdf>
- ☐ Personnel Information Update Form <http://www.kingcounty.gov/employees/benefits/forms>
- ☐ W-4 Form <http://financweb/finance/payroll/forms/2008W4.pdf>
- ☐ Wellness Assessment Exception Form <http://www.kingcounty.gov/employees/benefits/forms>

Name of employee: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department and division: \_\_\_\_\_ Paid: ☐ 5<sup>th</sup> and 20<sup>th</sup> of each month ☐ Every other Thursday

Leave is for ☐ Active duty ☐ Annual training ☐ Other (e.g., National Disaster Medical System) \_\_\_\_\_

Military branch and grade: \_\_\_\_\_

Were you a member of the reserves of any branch of the uniformed services on or before September 11, 2001?

☐ No ☐ Yes If yes, what was the exact date(s) of service: \_\_\_\_\_

Last date in regular position status: \_\_\_\_\_ First date on military leave status: \_\_\_\_\_

Anticipated date of discharge: \_\_\_\_\_ Anticipated return to work date: \_\_\_\_\_

Preferred contact method while on leave (address, cell phone, e-mail). You may designate someone else (e.g., a family member). Clearly print all contact information: \_\_\_\_\_

*I have attached a copy of my military duty or training orders and applicable documents identified above. I will provide my Military Leave Coordinator with copies of future additional orders pertaining to my military leave, plus all military pay grade change statements so King County may determine my county benefits and pay (if any) to which I am entitled. I understand that, if I was a member of the reserves of a branch of the uniformed services on or before September 11, 2001, any supplemental/differential pay that I may receive from King County is considered income and is taxable (Form 1099); however, Social Security taxes are non-deductible, which may result in reduced Social Security and Medicare retirement benefits. I understand that if I was a member of the reserves of a branch of the uniformed services on or before September 11, 2001, I will accrue sick, vacation and holiday time while on active duty and that all county employees entitled to up to 21 days of military leave will accrue sick, vacation and holiday time while on such leave. If I elect to make all benefit- and pay-related decisions myself and cannot be contacted for military reasons, I authorize King County to make the decisions on my behalf with the understanding that, upon my return, all decisions may be reviewed and modified by me where appropriate and to the extent possible.*

Employee's signature \_\_\_\_\_ Date signed \_\_\_\_\_

## Section 2: To be Completed by the Department Military Leave Coordinator

Verify all information in Section 1. Forward all necessary forms to Department Payroll.

Military Leave Coordinator name: \_\_\_\_\_ Date: \_\_\_\_\_

Work phone: \_\_\_\_\_ Mail stop: \_\_\_\_\_

Comments: \_\_\_\_\_

Annual military training days used since October 1: \_\_\_\_\_

I completed the form for the employee ☐ Yes ☐ No

## Section 3: To be Completed by Department Payroll

Forward all necessary forms to Central Payroll Operations, CNK-ES-0230.

## Section 4: To be Completed by Central Payroll Operations

Complete all information and return copies to: (1) the Military Leave Coordinator named in Section 2; (2) the HRD Assistant Operations Manager at ADM-ES-0450; and (3) the Benefits, Payroll and Retirement Operations Manager, CNK-ES-0240. If the employee's rate changes, Central Payroll Operations will notify the Department Payroll staff.

County base rate \$ \_\_\_\_\_/hr Military base rate \$ \_\_\_\_\_/hr Adjusted rate \$ \_\_\_\_\_/hr Date: \_\_\_\_\_

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County base rate \$ \_\_\_\_\_/hr Military base rate \$ \_\_\_\_\_/hr Adjusted rate \$ \_\_\_\_\_/hr Date: \_\_\_\_\_

Payroll representative's signature \_\_\_\_\_ Printed name \_\_\_\_\_

## Employee Benefit Information

Complete information regarding these insurance plans is available from Benefit and Retirement Operations at 206-684-1556 or [www.kingcounty.gov/employees/benefits](http://www.kingcounty.gov/employees/benefits).

**Continuation of Health and Insurance Benefits for Regular and Term-Limited Temporary Employees.** Any employee eligible for leave and insured benefits who upon demand by the United States government leaves his or her position with the county either to determine his or her physical fitness to enter or to actually enter upon active duty or training in the Washington National Guard, the United States armed forces or the United States Public Health Service shall receive medical, dental, vision and basic life benefits for the time period commencing with the beginning of an employee's military leave of absence and continuing until active duty has been completed, but not beyond 12 months for basic life benefits. Employees shall continue to receive the medical, dental, vision and basic life benefits that they received prior to leaving work for military activation.

**Insurance Payment Details.** "Insured benefits" do not include supplemental life insurance, basic and supplemental accidental death and dismemberment (AD&D) insurance or basic and supplemental long-term disability (LTD) insurance. Employees may self-pay to continue supplemental life insurance for up to 12 months from when they leave work for military activation. Employees may also self-pay to continue basic and supplemental AD&D for up to six months and basic and supplemental LTD for up to 18 weeks from when they leave work for military activation or training. Employees must self-pay their own insurance to continue coverage for eligibly enrolled dependents.

No benefits are paid for an accident that occurs after an employee has been on full-time military duty more than 30 days or for death or injury resulting from declared or undeclared acts of war unless the accident occurs when the employee is not on duty.

**Insured Benefits for Local 587 Employees in the Partial and Full Benefits Plans.** Under the Partial Benefits Plan, the employee may purchase medical, dental and vision coverage for the employee and eligible dependents (the employee's medical, dental and vision coverage is partially subsidized by the county). If the employee elects medical coverage, the employee receives fully paid basic life, basic accidental death and dismemberment (AD&D) and basic long-term disability (LTD) insurance. The employee may purchase supplemental life and supplemental AD&D for the employee and eligible dependents and supplemental LTD for the employee.

Under the Full Benefits Plan, the employee receives county-paid medical, dental and vision coverage for the employee and eligible dependents the employee enrolls, plus basic life, basic AD&D and basic LTD insurance for the employee. The employee may self-pay to continue supplemental life, supplemental AD&D and supplemental LTD the employee had under the Partial Benefits Plan. If the employee did not elect supplemental life, supplemental AD&D and supplemental LTD under the Partial Benefits Plan, the employee may elect supplemental AD&D when enrolling in the Full Benefits Plan, but must wait to add:

- supplemental life after a qualifying life event occurs or the employee qualifies as a full-time transit operator; or
- supplemental LTD after the employee qualifies as a full-time transit operator.

**Dependent Care and Health Care Flexible Spending Accounts.** Participation in a dependent care and/or health care flexible spending account discontinues while the employee is on active military duty or training leave. When the employee returns to active employment within the same FSA plan year, the account may be reactivated upon notice to Benefits, Payroll and Retirement Operations (206-684-1556).

**Employee Assistance Program.** The Employee Assistance Program (EAP) and Making Life Easier program can provide the returning employee and the employee's immediate family with support in a number of areas free of charge. All information discussed with an EAP or MLE counselor is confidential and can be disclosed only with your permission or as required by law or county policy. For help resolving work-related problems, call an EAP counselor at 206-684-2103 or 206-263-4572. Making Life Easier (MLE) is a benefit provided to benefit-eligible county employees, their dependent family members and anyone living in the employee's household. MLE provides assistance with counseling, financial and legal matters, child care, adult and elder care as well as home ownership services. Call 1-888-874-7290 anytime or read more information at <http://your.kingcounty.gov/employees/eap/default.aspx>.

**Washington State Department of Retirement Systems, Social Security, Industrial Insurance and Payroll Deductions.** If an employee is engaged in annual active training and receives pay from King County, both retirement system and industrial insurance deductions are taken. If an employee is on active military leave and receives supplemental pay, deductions for the retirement system, Social Security and industrial insurance are not made. Supplemental pay received from King County is considered income and is taxable. The employee may purchase/request retirement service credits from the Department of Retirement Systems on returning to employment with King County. Call 1-800-547-6657 anytime or read more information on the DRS Web site at: <http://www.drs.wa.gov>.

**Payroll Direct Deposit and Deductions.** All employees on paid military leave are encouraged to enroll in direct deposit through a Payroll Direct Deposit Authorization Agreement (available at Outlook Public Folders/Finance/Payroll/ Forms/Auto Deposit Form or <http://financweb/finance/payroll/forms/PayrollDirectDeposit.pdf> or from your Military Leave Coordinator). If an employee chooses not to enroll in direct deposit, paychecks will be held in Central Payroll Operations until the employee's return to work. The following payroll deductions continue as funds allow: child support, garnishments or IRS levies, and union dues. Voluntary deductions, such as charitable giving or savings bonds, are suspended until the employee returns to work.

**Personal Holidays.** Personal holidays are granted as if the employee were still working (one in the first paycheck of October and one in the first paycheck of November).

**Vacation and Sick Leave.** Employees who were members of the reserves of a branch of the uniformed services on or before September 11, 2001, will accrue sick, vacation or holiday time while on active duty; all county employees entitled to up to 21 days of military leave will accrue sick, vacation and holiday time while on such leave.

## Military Leave Contact Information

### Department Military Leave Coordinators

Department	Coordinator	Telephone Number	Mail Stop
DAJD	Paula Seeger	206-205-9517	KCF-AD-0600
DCHS	Irma Van Buskirk	206-263-9002	CNK-HS-0500
DES	Ellen Fluharty	206-296-0603	ADM-ES-0800
DDES	Theresa Reynolds	206-296-6724	OAK-DE-0100
DJA	Teresa Bailey	206-296-7868	KCC-JA-0609
DOA	Joni Shirer	206-296-5199	ADM-AS-0700
DOT	Ivette Martinez	206-263-3194	KSC-TR-0419
DNRP	Debbie Udydz	206-263-7307	KSC-NR-0700
DPH	Tina Abbott	206-263-8402	CNK-PH-1300
KCSO	Helen Ivory	206-205-7605	KCC-SO-0100
OIRM	Meg Safranek	206-263-7970	CNK-EX-0600

### Uniformed Services Branches

*Contact the relevant Uniformed Services branch for more information about active duty members. You can also verify active duty status by visiting [www.dmdc.osd.mil/scra/owa/home](http://www.dmdc.osd.mil/scra/owa/home).*

<b>United States Army</b> Commander U.S. Army Enlisted Records and Evaluation Center ATTN: Locator 8899 East 56th Street Fort Benjamin Harrison, IN 46249-5301  1-866-771-6357	<b>United States Navy</b> World Wide Locator Bureau of Naval Personnel PERS 312F 5720 Integrity Drive Millington, TN 38055-3120  901-874-4885
<b>United States Marine Corps</b> Commandant of the Marine Corps Headquarters, USMC Code MMSB-10 2008 Elliot Road Quantico, VA 22134-5030  703-784-3941/3942/3943	<b>United States Air Force</b> HQ AFMPC/RMIQL 550 C Street, West, Suite 50 Randolph AFB, TX 78150-4752  210-652-1110
<b>United States Public Health Service Commissioned Corps</b> Office of Force Readiness and Deployment Office of the Surgeon General 5600 Fishers Lane, Room 18C-26 Rockville, MD 20850  301-443-3859	<b>United States Coast Guard</b> Commander Coast Guard Personnel Command (CGPC-adm-3) 4200 Wilson Blvd, Suite 1100 Arlington, VA 22203-1804  202-493-1697